



## Watershed Stewards Program

### WOW! Checklist

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The following checklist outlines the steps you need to take to carry out a successful Wonders of Watersheds (WOW!) Educational Series. If you encounter any issues or questions, reach out to your Team Leader. We understand that teaching is a BIG undertaking, especially for people who are new to education and working with children.

### How to Start & Find a Class:

- ☐ Discuss timing with Mentor(s) and Placement Site partner
  - What time of the year and what days of the week are best?
  - Does your Mentor want you to teach in more than one class?
- ☐ Familiarize yourself with the *Wonders of Watersheds* (WOW!) curriculum on the WSP website
- ☐ Identify the school and classroom you're going to teach in
  - Consult your Legacy Folder to find out about what schools and classrooms were taught in the past (and talk with your Mentor)
  - Use <https://www.ed-data.org/> to find a Title I school near you
  - Call and email schools and teachers or send an Outreach Letter
  - Make sure to communicate the time commitment (a classroom observation and five 80-minute classroom visits, plus pre and post-test) and the content/lesson options
  - Ask your Team Leader for help identifying a school and classroom
- ☐ Contact the teacher to schedule an **initial meeting** and **classroom observation**.
- ☐ Ask your teacher what kind of classroom they have currently (i.e. remote, hybrid, fully in-person) and any requirements for you teaching in their classroom

### Conduct your Teacher Meeting:

- ☐ This can be over-the-phone, Zoom, or in-person
- ☐ What to Bring/Have
  - Your work/personal calendar – to schedule the five visits
  - The WOW! Curriculum Lesson Menu & ideas for what you would like to teach
  - Teacher Contract – required form to ensure the teacher knows their role in this program. **Use the contract to guide your discussion**
  - Pre-Tests (provide links to all tests so the teacher can choose the appropriate test for their class)
- ☐ Identify the following with the teacher:
  - What days and times work best for both of you
  - Method of instruction (fully in-person, fully remote, hybrid)
  - Current topics being taught in the class
  - Classroom and student management tips
  - Which lessons you will be teaching
  - Platforms used for remote learning (if applicable)
  - Final lesson ideas and logistics (are you able to bring the students somewhere for a fieldtrip or do a mini-WAVE event on school grounds?)



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- ☐ Obtain a student roster
- ☐ Talk about the Pre-Test
  - Explain the purpose of the Pre-Test (to measure the effectiveness of the WOW! series), and explain that the students will take the same test again at the end of the program to assess their learning
  - Who will give it to students? (You or the teacher)
  - When will it be administered? (before the WOW! Series starts, during your observation visit, or on your first day of teaching)
  - If the teacher is going to administer it, make sure they notify you ASAP, and you let them know that you will grade them
- ☐ Talk about recording photos/video: Is this allowed? Can you provide WSP's photo release forms for parents to fill out?

### Conduct your Classroom Observation:

#### During your class observation, don't forget to:

- ☐ Introduce yourself and WSP
- ☐ Tell the students what WSP is and what you are doing in their class
- ☐ Give them a brief preview of the kinds of things they will be learning with you, and tell them when you will be returning

#### While observing the teacher and the students, note the following:

- ☐ What does the teacher do to get the students' attention?
- ☐ What is the pace of the classroom- do they move quickly through topics, or take their time?
- ☐ Are there any students that need extra direction or attention? How does the teacher help these students stay on track?
- ☐ What does the teacher do when a student is not following directions or misbehaving?
- ☐ What are the classroom "norms"?
  - What do students do when they have the answer to a question?
  - What do students do when they need to use the bathroom?
  - Do students work primarily alone or in groups?
  - What written rules do you observe in the classroom?
  - What unwritten rules do you observe in play in the classroom?
  - What is the expectation of students when they are working? Are they allowed to talk and move around, or are they expected to stay seated and silent?

### Prepare to Teach:

- ☐ Make a game plan! Read through the WSP Education Handbook.
- ☐ Finalize which lessons you will be teaching and in what order
  - Take what the teacher told you about what the students already know, what they are currently learning, and what you observed in the classroom to pull activities from the curriculum that you think will be particularly successful. Adapt and create your own curriculum that will meet the same goals.



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- ☐ Use the Lesson Menu and Lesson Planning Worksheet to fully plan out the order of your lessons and which activities you will teach in each lesson
- ☐ Start preparing for the final lesson: Environmental Interdependence. If you are planning on taking the class somewhere you will need to think and plan ahead!
- ☐ Prepare the materials you will need for your classes and contact your Team Leader if you need extra supplies.
- ☐ Need tips or advice? Reach out to your Team Leader – they can help you prepare to teach your WOW! series!

### Teach your WOW! Series:

- ☐ Administer and collect the Pre-Tests (or collect if teacher administered previously)
  - If any student missed taking the Pre-Test, make sure to have them take it before you jump into teaching!
  - If you used Google Forms to conduct your pre-tests:
    - CM provides links to relevant WOW! test to teacher or directly to students
    - CM notifies TL of the date their class is taking pre-tests
    - TL logs into [americorpswsp@gmail.com](mailto:americorpswsp@gmail.com), finds all pre-test results for that CM (use schoolteacher's name and dates to identify these tests).
    - TL downloads a spreadsheet with all test results and send to the CM
    - CM uses test result data to complete Test Tally form
    - Repeat this same process for Post-tests, and CM uploads Test Tally Form to personal folder
- ☐ Teach at least 5 lessons starting with Lesson 1- Making Watersheds Relevant and ending with Environmental Interdependence. Use the established curriculum and your own adaptations.
- ☐ Administer Post Test at the end of your WOW! series
- ☐ Send a link to the [Teacher Perception Survey](#) during the last class visit

### Enter your Data and Submit Your Forms:

**All forms are due to WSP as soon as possible after teaching the WOW! series OR by the DUE date outlined on the WSP Program Calendar in June, at the very latest.**

- ☐ **Each Corpsmember must complete & upload the Pre/Post Test Tally Sheet to the WOW! PPWK Submission folder on WSP's SharePoint.**
  - This demonstrates how many students you taught and how much their knowledge increased from receiving the WOW! series.
- ☐ Upload the **Corpsmember-Teacher Contract** to the WOW! PPWK Submission folder.
  - Ensure that your teacher fills out the **Teacher Perception Survey** on Survey Monkey
- ☐ Upload the **Pre and Post Tests** to the WSP SharePoint in your site's WOW! PPWK Submissions folder. Label the uploads Pre/Post Test\_Child's name\_Test Version #\_CM's last name(s). Ex: Pre Test\_Sally Salmon\_Version 1\_Smith.
- ☐ Add your WOW! reflections to your Legacy Folder. Include as much information as possible.
  - This will give future Corpsmembers at your Placement Site insight into your experience completing the WOW! series.